



FOREIGN AFFAIRS MANUAL

VOLUME 1 – Organization and Functions

Transmittal Letter: ORG-126

Date: August 13, 2003

1 FAM 040, THE UNDER SECRETARIES OF STATE, AND 1 FAM 290, FOREIGN SERVICE INSTITUTE (FSI)

CHANGES

1. The functional statement for the Foreign Service Institute, previously contained in 1 FAM 044.3-1, has been deleted and subchapter 040 renumbered accordingly. This information is now contained in its own subchapter 290, *Foreign Service Institute (FSI)*. (This subchapter was previously unassigned.) Concurrently, FSI will cease using the initial “M” in its office acronyms. Instead of beginning “M/FSI”, the bureau acronym will begin “FSI” (e.g., “FSI/EX”).
2. Revisions since the last update appear in italics. Other than formal titles, the italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide a historical record of changes.
3. Under the Foreign Affairs Reform and Restructuring Act of 1998, Public Law 105-277, the functions of the U.S. Information Agency related to international broadcasting are transferred to the Broadcasting Board of Governors. Accordingly, all provisions of the FAM previously applicable to USIA continue in effect with respect to the BBG until further notice.
4. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity [see 2 FAM 1115.2].

FILING INSTRUCTIONS

1. Remove and destroy the text of the old 1 FAM subchapter 040 (issued under TL:ORG-120 dated 01-02-2003 - 24 pages) and replace it with the attached revised identically numbered subchapter 1 FAM 040 (23 pages total).

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2. Remove the unassigned page for 1 FAM 290 and insert the new subchapter 290 (16 pages) in its place.
3. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, then fill in the entry line for TL:ORG-126, and initial.

DISTRIBUTION NOTICE

1. The *Foreign Affairs Manual and Handbooks* (unclassified) official version can be found on State Department's Intranet site.
2. All posts and offices keeping paper versions of the *Foreign Affairs Manual* are responsible for maintaining the FAM on a current basis [see 2 FAM 1116.5], and for ensuring that all copies (including binders) are either retained or returned to A/RPS/DIR if no longer needed. When returning excess or unused materials include your office/post symbols and inform MMS/PB and your message center if you need to have your distribution reduced (this generally applies only to time-sensitive paper issuances). A/RPS/MMS/PRD, HST Room B934, 202-736-7470, FAX 202-647-4535, handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).
3. Use KFAM and AINF TAGS on all communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

(FSI/EX)